



Michael R. Pence, Governor  
State of Indiana

***Division of Disability and Rehabilitative Services***  
402 W. WASHINGTON STREET, P.O. BOX 7083  
INDIANAPOLIS, IN 46207-7083  
1-800-545-7763

*Via Electronic & Certified Mail*

DATE

[CONTACT INDIVIDUAL]  
[CONTACT INDIVIDUAL TITLE]  
[PROVIDER NAME]  
[PROVIDER ADDRESS]  
[PROVIDER ADDRESS]  
[PROVIDER EMAIL ADDRESS]

**Re: Moratorium on New Admissions for Waiver Services – Effective {DATE}**

Dear [CONTACT INDIVIDUAL],

At the conclusion of the re-approval process, [PROVIDER NAME] was granted a probationary re-approval period by Provider Services. This re-approval term applies to services offered through the Division of Disability and Rehabilitative Services' (DDRS) Medicaid Home and Community Based Services (HCBS) waiver programs.

During this six-month re-approval period, it is recommended that [PROVIDER NAME] focus on system (policy, procedure and protocol) improvements as addressed in the letter dated [RE-APPROVAL LETTER DATE]. Given your organization's probationary re-approval status, the Bureau of Developmental Disabilities Services (BDDS) is issuing a ninety (90) day suspension of new consumers (authority granted under IC 12-11-1.1-11(c)(3)). This suspension applies to any new consumer requesting services through DDRS' Medicaid HCBS waiver programs. This suspension will be in effect starting [START DATE] and will end on [END DATE].

A provider may request an administrative hearing regarding this action (IC 12-11-1.1-11(b)). To pursue this option, a written petition must be submitted to the Director of DDRS:

Kylee Hope, Director  
Division of Disability and Rehabilitative Services  
402 West Washington Street, Room W453  
Indianapolis, IN 46207

If a hearing request is not filed within fifteen (15) days of the date of this letter, the 90 day moratorium regarding new admissions is final.

Should you have any questions, please contact Shelly Thomas at (317) 234-2764 or [Shelly.Thomas@fssa.in.gov](mailto:Shelly.Thomas@fssa.in.gov).

Sincerely,

Cathy Robinson  
Director, Bureau of Developmental Disabilities Services

cc: Anne Davis, Director, Bureau of Quality Improvement Services  
Shelly Thomas, Assistant Director, Bureau of Quality Improvement Services